

Guernsey Biological Records Centre (GBRC)

Data Request Form

Please use this form to provide the information the GBRC needs to review and process your data request. This form should be completed by the person making the request or, if applicable, by someone submitting the request on behalf of a company or organisation (please provide the details below).

Taxa or species:

Location of interest (please
provide the coordinates):

Buffer zone¹ (if applicable):

Date range (if applicable):

Type of data request (please mark the relevant box):

Commercial:

☐

Non-commercial²:

☐

Level of interpretation required
(if any):

Use of data/
Purpose of data request:

Space provided on **page 4** for any additional information you wish to provide.

Your details:

Name:

For & on behalf of (e.g.
company, if relevant):

Contact email/phone:

What format would you like
the data in? e.g. csv/xlsx:

¹ 'Buffer Zone' refers to the specified area within which the records are requested, e.g. within a 1km radius of a specific landmark.

² Non-commercial data requests may include scientific and academic requests. Please specify in additional notes on page 4.

Notes on data release

- Data will be released at the discretion of the Guernsey Biological Records Centre in accordance with our [Data Use Policy](#) for the Bailiwick of Guernsey. Data is released on the understanding that you have read and agreed to this policy.
- A standard data search will comprise of a list of records from the specified taxa, location and date range based on our available data set. If you require something different, further details or greater accuracy please specify above or in the space provided on page 4.
- Most of the data held in the GBRC database is from ad hoc recording rather than comprehensive site surveys. We are limited with expertise on island, and many locations may never have been visited by expert recorders. Therefore, any absence of a species record should not be taken as confirmation that the species is absent from the site, and we would always recommend that appropriate surveys are undertaken, in addition to the data from the Guernsey Biological Records Centre, to provide a sufficient baseline.
- The available records are those which reside in the Guernsey Biological Records Centre up until 2023. More recent records may be available through iRecord and the National Biodiversity Network (NBN) Atlas, and so we encourage you to access those in addition to what we provide you.
- It is not clear to that degree the records have been verified by an expert, and so please take that into account when utilising the data. The assumption that all records are correct has been applied in the dataset.

Informal Data Requests

- If you do not request specific data on a species and only wish to know if records are present at the GBRC, then this is an informal data request. If your request is an informal one, you are not required to fill in this form as part of the request, but you are required to inform the GBRC whether your request is for commercial or non-commercial purposes.
- A standard data request is one that requests more information than simply the presence of records held by the GBRC. A standard data request typically requires significantly more time to process than informal ones.

Metadata

A metadata sheet will accompany the dataset which we provide to the requestor. This will be provided in the same format as the dataset (xlsx or csv file). As a minimum, this will include the data owner, the purpose of the dataset, the geographic coverage, any licensing or data sharing permissions of data use, and the limitations of the data, if known.

Reservation of Ownership

The Guernsey Biological Records Centre retains exclusive ownership of the data files. If your data request application is successful, you will be granted non-executive, non-transferable, temporary access to the specified data based on the terms and conditions stated below. You agree to use all reasonable efforts to protect the data from unauthorised use, reproduction, distribution, or publication.

Copyright

The copyright of the data within the file remains with the individual who, or organisation that has submitted the record to the Guernsey Biological Records Centre.

Limited Warranty:

The records held in the Guernsey Biological Records Centre's database have been obtained from sources deemed to be reliable, but the accuracy and completeness of these are not guaranteed. The Guernsey Biological Records Centre gives no warranty or undertaking as to the suitability of the data for your purposes nor accepts any responsibility for any loss, damage or inconvenience caused by inaccuracies or incompleteness of the data.

Terms & Conditions:

- Any data provided is only used for the purposes of your data request.
- You may not sell, lease, sub-licence, lend, assign, share, or transfer, in whole or in part, or provide third parties access to the data or rights. If you wish to do so, a separate data request following your receipt of the data must be made to the GBRC.
- You may not produce additional copies of all or any part of any data provided without explicit permission from the Guernsey Biological Records Centre.
- You must not use or provide the data for any commercial purposes if you have specified your request as non-commercial.
- If you are publishing any non-commercial work using the data, the Guernsey Biological Records Centre must be acknowledged.

Sensitive species for Guernsey

If data is requested for a species that is considered to be sensitive³, exact locations may be withheld and a distance buffer applied to records.

Commercial data requests

Our fees for processing commercial data requests are as follows:

- **£120 for a standard data search⁴**
- **£40 per hour for a non-standard data search**

Should your data search requirements differ from a standard data search, please contact us to obtain a quote prior to submitting your request.

Please note that the GBRC applies a turnaround time approximately three weeks to process a standard data search.

³ Please refer to the Bailiwick of Guernsey Data Use Policy for the definition of a sensitive species. Found on our website: <https://www.gbrc.org.gg/about/policy-resources/>

⁴ A 'Standard Data Search' refers to one that is unlikely to take three hours or more.

Additional notes relevant to the data request

Additional information, or taxon list continued:

Declaration (please tick):

☐

I have read and accept the [Bailiwick of Guernsey Data Use Policy](#).

Signature
(can be
typed)

Date